



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-06-044

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Chauffeur/Clerk(OBO)
OPENING DATE: Tuesday, June 6, 2006
CLOSING DATE: Tuesday, June 20, 2006 - max. 4:30 p.m.
WORK HOURS: Full-time; 48 hours/week
POSITION GRADE: FSN-05
DURATION OF POSITION: Limited to minimum one year and subject to completion of project construction work.

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Chauffeur/Clerk in the Office of Building Operations (OBO) of the US Embassy Khartoum Sudan.

BASIC FUNCTION:

The incumbent performs as a driver and an office clerk, by carrying out transport of personnel and other office related items including but not limited to mail, and performs all other clerical duties in the office as required. Incumbent is directly supervised by the Administrative Assistant, and receives overall supervision from the OBO Project Director and the Construction Manager.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--Education: Completion of Secondary School is required.

--Prior Work Experience: Minimum 3 years of professional driving experience is required.

--Language Proficiency:

	Speaking	Reading	Writing
English:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge
Arabic:	Good Working Knowledge	Good Working Knowledge	Good Working Knowledge

--Skills: Possession of Valid Sudanese driver's license. Able to drive both manual and automatic transmission vehicles. Ability to discover safety discrepancies during daily vehicle checks and make minor repairs for safe operation of vehicle, i. e. change tires, wiper blades, etc. Ability to perform simple clerical tasks.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.

--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that addresses the requirements of the position, as listed above.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy Khartoum
Telephone: 774700, Ext. 247/274.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

The U.S. Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.